

CAROL F. DOYLE

Budget & Project Administration
Environmental Science Division

Education:

AA	Joliet Junior College, Joliet, IL, 1978
	Elmhurst College, Elmhurst, IL, Elmhurst Management Program, 1981
BES	Lewis University, Romeoville, IL (concentrating in accounting and business)
	Continuing education classes (1986-Present)

Professional Experience:

2005-Present	Executive Assistant Environmental Science Division
1989-2005	Staff Assistant Senior/Budget Analyst/Executive Assistant Environmental Research Division

Assist in managing the projects and activities in Building 203, coordinate the building and physical plant management for the Environmental Science Division and the Biological Sciences Division. Previously managed the financial operations of the Environmental Research Division.

Summary of Previous Experience:

1984-1985	Staff Assistant/Program Budget Analyst
1980-1984	Administrative Secretary
1975-1980	Secretary Argonne National Laboratory

Provided administrative support to the office of the ALD/EET, including accounting, inventory control, shipping/receiving records control, auditor assistance, data processing control, and secretary work.